

**Water/Wastewater Commissioners’
Meeting Minutes
May 12, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:08 p.m. Director Boucher joined the meeting in progress at 6:15 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the meeting minutes of April 14, 2015 and April 28, 2015 as presented. Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the April 2015 Bill Commitment 150430 and for the April 2015 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the April 2015 Bill Commitment 150430 and for the April 2015 Final Bills issued.

Water Abatement Request – 564 Nashua Street – Vice-Chairman White made the motion to approve this Water Abatement Request in the amount of \$662.90, incurred due to too many zeros having been read following installation of a new water meter in the Administration building. The amount of usage to be abated is 30,690 cu. ft. Commissioner Courage seconded the motion. All voted in favor.

Sewer Abatement Request – 47 – 49 Highland Avenue – Director Boucher said he recommends approval of this abatement as pipes had frozen, plumbing repair details were received, a shut-off has been installed for cold weather, and that historical water consumption records for this residence were reviewed. Vice-Chairman White made the motion to approve this Sewer Abatement Request in the amount of \$91.96, incurred as a result of broken pipes. The estimated usage of 2,090 cu. ft. of water did not enter the public sewer system. Commissioner Courage seconded the motion. All voted in favor.

Sewer Abatement Request – 14 Clinton Street – Director Boucher said he recommends approval of this abatement due to frozen/broken pipes. He said plumbing repair receipts and a statement from the plumber were received. Vice-Chairman White made the motion to approve this Sewer Abatement Request in the amount of \$301.05 incurred as a result of broken/frozen pipes. The estimated usage of 6,842 cu. ft. of water did not enter the public sewer system. Commissioner Courage seconded the motion. All voted in favor.

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Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher explained that Mr. Jeff Kevan, T. F. Moran, is addressing some minor comments from the NH DOT and will send a final copy of the plans to the NH DES and the Water Utilities Department. Mr. Boucher anticipates a mid-June project start date, per Mr. Mark Norby, Park Construction, and learned that the telephone company will need to hold the poles and guide wires during the dig, per the state regulations, and will not alter the cost of the project. He apprised the commissioners of recent project concern conversations of West Elm Street business owners regarding sign relocation. Chairman Putnam said Water Utilities personnel should only speak to town water main project plans and the DOT should address state road project plan inquiries.

Prospect Hill Tank Removal Project – Bid Process Update – Director Boucher explained the bid opening is scheduled for Tuesday, June 2, 2015 at 2:00 p.m. The next commissioners' meeting will be held June 9. After a company is selected, Mr. Boucher anticipates a mid-July project start date. Stantec is compiling a list of interested companies and this project has been posted in construction media sites, the Cabinet and Union Leader. The Register of Bid Documents received from Mr. Rene LaBranche, Stantec Consulting, was distributed. Mr. Boucher said he will advise Mr. McInerney, Director of Community Media, when this water storage tank is removed so that it may be photographed.

Curtis Well Pumps – Director Boucher explained Curtis Well pump #2 motor failed last week. Following D.L. Maher's inspection of the heavily relied upon equipment, a new motor was quoted and is being installed today to replace the 2010 (failed) motor. Well pumps 1 and 2A have continued to operate smoothly during this work. In response to Chairman Putnam inquiry about the availability of spare motors kept on hand, Director Boucher explained the utilization of spare equipment.

Oak Street Water Main – Director Boucher distributed the April 29, 2015 email from Mr. LaBranche which compared the Oak Street fire flow results under annual average day flow in two scenarios. Mr. Boucher pointed out that there was not much difference in fire flow on Bridge Street whether or not the pipe crossing Great Brook was cleaned and lined. Mr. LaBranche will run another computer model to determine the fire flow on South Street near the DPW garage and will advise the results. Mr. Boucher will share the results of Stantec's second computer water model after Mr. LaBranche's email is received. Mr. Boucher said the concern is the water transmission between the Holland Water Storage Tank and South Street. Vice-Chairman White said it is possible that a new storage tank may feed the west side of the DPW garage with no restrictions, and the east side will be all set, so the pipe being questioned may be a moot point, to a degree, should the water main be looped above and below. Chairman Putnam said he is in favor of digging and replacing pipe rather than lining pipe, and said should the need arise to take the Holland Water Storage Tank off-line for any reason, a new tank on the hill would be necessary to back-feed that end of Milford. The possibility of obtaining a permit for directional drilling under a brook was briefly discussed. Chairman Putnam is interested in seeing tank and water main blueprints.

Granite Town Media – Chairman Putnam said he would attend the next Granite Town Media Advisory Committee Meeting to discuss this Board's on-line presence as well as the water/sewer customer and taxpayer ratio. This committee meets at 7 p.m. on the fourth Thursday of the month in the Board of Selectmen Meeting room. Vice-Chairman White reiterated his preference for residents interested in water and sewer matters to attend the open meetings and avoid the time and expense of Granite Town

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Media personnel assembling microphones and portable recording equipment to record live commissioners' meetings, disassembling equipment, retrieving and posting the videotaped Board of Water/Sewer Commissioners' meetings onto the Town website. Mr. White said this Board's scheduled meetings are open to the public and are posted according to RSAs. He said while public meetings are not required by RSAs to be videotaped, he would prefer to avoid wasting town funds. The commissioners thanked Mr. Putnam in advance for planning to attend the next GTM Advisory Committee Meeting. Commissioner Courage noted not all Town Boards and Committees' meeting minutes are currently available on the Town's website, such as the Cemetery Trustees, which he will mention to Mr. Mark Bender, Town Administrator.

Activities Report – Vice-Chairman White inquired about replacement schedules for sewer manhole covers and, gate boxes. Director Boucher explained the recent replacements and that the interceptor being televised at Hitchiner.. He replied to Commissioner Courage's inquiries about the hydrant flushing schedule.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher explained progress made on the Collection System interceptor project and the planned window replacements inside the Admin Building lobby. Director Boucher said he will have updates regarding tomorrow's meeting about the HVAC, the secondary scum pit and the Ultra-Violet system for the next commissioners' meeting. The price quote to paint one of the Water Department vehicles was distributed. Commissioner Courage mentioned RFPs should be distributed this summer by Underwood for engineering firm quotes for facility long range plans and planned water projects. Additionally, he recommended a capital equipment long range plan be created that includes the estimated life of major pieces of equipment and provided a recent print out of equipment indicating hours of operation. Vice-Chairman White offered to discuss expanding equipment details. Mr. Boucher will provide updated vehicle mileage details.

Financial Reports & Statements: The following were distributed to the commissioners for their review:

- Town of Milford MS-9 Trust Funds as of March 31, 2015 and April 30, 2015
- W & S Capital Projects Revenue & Expenses as of April 30, 2015
- Indirect Cost Allocation to Water & Sewer Activities, Q1-2015
- 5/4/15 W & S Revenue Reports
- 5/4/15 W & S Appropriation Reports
- W & S Cash Balances - Preliminary as of April 30, 2015
- East/West/North Section Monthly W & S Revenue, 2014 through April 2015

Future Appointments/Meetings:

Chairman Putnam will be unable to attend the next Commissioners' meeting on Tuesday, May 26, 2015 at the Water Utilities Department, 564 Nashua Street, due to a schedule conflict resulting from the Memorial Day holiday necessitating his presence during the Board of Selectmen's meeting on the 26th at Town Hall.

Non--Public Session

Chairman Putnam made the motion to enter into non-public session at 6:47 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 6:58 p.m. Vice-Chairman White made the motion to exit the non-public session, Chairman Putnam seconded the motion. All voted in favor. Mr. Putnam announced the decision had been made while in non-public session to seal the non-public minutes.

Adjournment:

At 6:59 p.m. Vice-Chairman White made the motion to adjourn the meeting. Chairman Putnam seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date